



QD-IS-013
REVISION D
EFFECTIVE DATE: October 22, 2004

ORGANIZATIONAL INSTRUCTION

REVIEW OF OPERATING PROCEDURES

OPR(s)

QD50

OPR DESIGNEE

Kyle Daniel

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		11/21/97	
Revision	A	6/9/99	Changes made to reflect new organization code changes and/or Changes made to reflect new directives renumbering scheme and to incorporate the corrective action for closure of NCR 266
Revision	B	11/30/99	Updated template and applicable documents.
Revision	C	9/04/02	Format and numbering change to implement requirements of QS-A-001 rev F.
Revision	D	10/22/04	Revised to bring document in compliance with the HQ Rules Review Action (CAITS: 04-DA01-0387). Changes were also made to reflect S&MA organizational name changes (i.e., QS to QD)

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REVIEW OF OPERATING PROCEDURES

1. PURPOSE, SCOPE, APPLICABILITY (As Required)

The purpose of this instruction is to provide guidelines for reviewing operating procedures. This instruction is applicable to Industrial Safety Team (IST) personnel reviewing operating procedures at MSFC.

2. DOCUMENTS (Applicable and/or Reference)

2.1. Applicable Documents

MPR 8715.1 MSFC SAFETY, Health, and Environmental (SHE) Program

2.2. Reference Documents

None.

3. DEFINITIONS

Potentially Hazardous Operations. Any operation or process that has a high potential to result in injury or death to personnel, or damage and/or destruction of property. These operations may involve explosives, propellants, high energy, high pressure, oxidizers, corrosives, high elevations, cryogenics, hostile atmosphere, flammables, high electrical energy, radiation, noise, hyperbaric or hypobaric environment, toxic material, critical hardware, etc.

4. INSTRUCTIONS

4.1 Procedures for potentially hazardous operations shall be reviewed to assure that adequate safety precautions are incorporated and that necessary sign-off steps are included.

4.2. As a minimum the reviewer needs to consider the following:

- Assurance enforces all NASA, OSHA, NFPA and ANSI standards.
- Hazard identification and steps to eliminate or control them.
- Delineation of responsibilities and call out for specific sign-off authorization for each step or sequence of steps.
- Specific steps for termination of activities include, controlling of immediate hazards, securing of area, and notification of the Industrial Safety Office, Fire Department, Security, and MSFC Medical Center in case of an emergency.

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- Inclusion of operational plans for specific emergencies such as a LN2 spill as well as "general" emergencies such as fire, injury, etc.
- Restart procedures where resumption of activities does not require a total recycle from the beginning.
- Industrial Safety Office review and approval of all procedures and changes that affect the safety of the operation.

4.3 The reviewer shall verify the procedure contains:

- A standard hazardous procedure cover sheet - MSFC Cover 2, June 1980 (available from supply).
- A brief description of the activity (test, assembly, or other operation).
- Scope - A description of the area or equipment that the procedure covers or to which it is applicable.
- Applicable documents, references or authority for procedures, other related procedures.
- Definitions and acronyms.
- Responsibilities - state who has the prime responsibility for the safe conduct of the activity, test, or movement, e.g., the test conductor, move manager, lead technician, etc.
- Prerequisites - list other procedures which must be performed prior to this one or systems which must be activated, deactivated, etc.
- Hazards or potential hazards - List the hazards associated with the activity. List any special equipment needed for control of these hazards or potential hazards.
- Detailed operating sequences:
 - a. Access control
 - b. Special equipment needed at the appropriate sequence.
 - c. Provide caution and warning notes prior to sequences that could injure personnel or damage equipment.
 - d. Status sequences - verification of switches, valve positions, etc.; to assure all are in the appropriate configuration before beginning sequences that flow fluids or energize circuits, etc.
- Securing sequences

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- Emergency procedures:

- Equipment failure
- Personnel injuries
- Fire and/or explosion

- Schematics, drawings, test setup diagrams, etc.

4.4 The reviewer shall document comments including negative reply and forward to appropriate customer with copy to the IST secretary.

4.5 Upon satisfactory resolution of any comments, the reviewer needs to sign the procedure approval sheet as applicable.

4.6 The reviewer logs the review in the QD50 IST activity log.

5. NOTES

This issuance replaces QS10-IS-013 C, dated September 04, 2002.

6. SAFETY PRECAUTIONS AND WARNING NOTES

None.

7. APPENDICES, DATA, REPORTS, AND FORMS

None.

8. RECORDS

Record	Repository	Period of Time
Procedure Review Comments including Negative Replies QD50: OPR	QD50: QD50 DCC - Maintained on the MSFC-DATA 2 Server	Schedule 1/72 [1410]E Destroy When Superseded, Obsolete, or No Longer Needed.

9. TOOLS, EQUIPMENT, AND MATERIALS

None.

10. PERSONNEL TRAINING AND CERTIFICATION

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10.1 Training

10.1.1 Formal training shall include OSHA Guide to Voluntary Compliance (NSTC 501)

10.1.2 On-the-job training needs to include at least 3 procedure reviews with an experienced reviewer before being assigned procedure reviews.

10.1.3 Training should include knowledge of applicable safety requirements, on-the-job training, and facility hazard analysis process/application. Currency in this field includes successful completion of courses such as Fire Protection (NSTC 207), Life Safety Code (NSTC 217), Machinery and Machine Guarding (NSTC 204), Overhead Cranes and Material Handling (NSTC 205), and Laboratory Safety and Health (NSTC 224).

10.2 Certification

None.

11. FLOW DIAGRAM

None.